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12 August 1985

Director of Central Intelligence
Security Committee


Security Awareness and Education Subcommittee(SAES)

MEMORANDUM FOR MEMBERS

SUBJECT: SAES Meeting

1. We will hold subject meeting at 10:00 a.m. on Thursday, 22 August 1985, the Ames Building, Rosslyn, Va. The receptionist at the badge desk will provide you with the conference room number.
2. The Minutes from the 25 July 1985 meeting are attached. Please read them and be prepared to make any necessary recommendations for revision at the upcoming meeting.
3. The agenda for the next meeting is as follows:
 - a. Approval of Minutes, 25 July 1985 meeting.
 - b. Continuing discussion/task group report on 1985 Security Educators' Seminar.
 - c. Update on UDIS Video Tape.
4. I request that you contact me as soon as possible if you will be unable to attend the meeting or if you have recommendations for changes to the agenda.

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JAMES D. PASSARELLI
Chairman, SAES

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8 August 1985

Security Committee

Security Awareness and Education Subcommittee (SAES)

Meeting 25 July 1985

PRESENT:

Mr. Jim Passarelli

ARMY

25X1

[redacted]
2nd Lt Corinne Blank

NSA

USAF

Ms. Peg Fiehtner

NAVY

Mr. Ed Teets

DOJ

Mr. John Miller

DIS

Mr. Bernie Lang

FBI

Ms. Denise Forti

USSS

25X1

[redacted]

DIA

DIA

Mr. Bob McMenamin

SECOM

TREASURY

25X1

CIA

OLD BUSINESS:

1. Jim Passarelli began the meeting by stressing the need for each Agency and organization to update the membership list for primary and alternate members serving on the SAES. [redacted]

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[redacted] requested that each SAES member also provide a mailing address for classified information.

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2. The minutes from the 20 June 1985 meeting were amended per a suggestion by [redacted] and then approved.

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NEW BUSINESS:

1. Jim Passarelli advised that he is still waiting for further guidance and direction from SECOM regarding the unauthorized disclosure film. Jim has decided to defer any unauthorized disclosure task group meetings until he receives direction from SECOM. [redacted] informed that [redacted] SECOM Staff, is exploring the possibility of a sole source contract with a local film production company. Jim Passarelli stated that he "recognizes the need for flexibility" by the Subcommittee, and that the Subcommittee will remain available to assist with the unauthorized disclosure videotape.

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2. Jim Passarelli complimented SAES member Bob McMenamin for Bob's input in addressing SECOM concerns about leaks of classified information. SAES was tasked by [redacted] to provide a report with recommendations on what SECOM should propose as minimum security education standards for the U.S. Intelligence Community to use in briefing cleared persons about to attend unclassified conferences and seminars. Discussion centered on whether this issue should be specifically addressed in the proposed revisions to the Minimum Standards for Security Awareness Programs. Subcommittee members felt that addressing specific issues would make the Minimum Standards too restrictive. Jim Passarelli and Peg Fiehtner suggested that specific issues and concerns could be addressed in an "advisory" type publication which could be disseminated to SECOM members. Jim Passarelli suggested that the Subcommittee could present an open memo to [redacted] which would give SECOM several options in how to address their concerns about leaks of classified information.

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3. Jim Passarelli advised that he has sent a memorandum to [redacted] concerning Agency members of SAES who have not attended SAES activities or meetings over the past several months.

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4. Bernie Lang reported on the progress of the Security Education Seminar task group. The task group met on 18 July 1985 and drew up a tentative agenda for the 1985 Seminar. A copy of the agenda was then distributed to the Subcommittee members. John Miller advised that the Security Educators' Seminar Critique Sheets recently submitted by SAES members were helpful in establishing the 1985 Seminar agenda. The 1985 Seminar will allow more time for breaks and time for discussion following each presentation. The task group has also decided to schedule approximately two evening "small group discussion meetings." A senior representative from either SECOM or a participating Agency will be scheduled for a presentation each morning of the Seminar. Jim Passarelli will prepare and distribute a letter to each of the SECOM members regarding the 1985 Seminar. The letter will stress the need for each Agency to nominate appropriate participants for the Seminar. Bernie Lang reiterated his comments from the June 1985 meeting that each SAES member should become involved in the selection process to ensure that people "who need, and not just want" to attend, are selected.

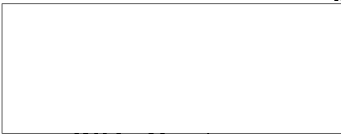
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5. The Subcommittee adjourned at 12:00 hours.

6. The next Subcommittee meeting will be held on 22 August 1985 at 10:00. The conference room will be provided at the reception/badge desk.

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NSA Member
SAES

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